

Completing the DD1227 Form in PDREP

INTRODUCTION

This document is intended to guide government investigators in the use of Release 5.0 of PDREP and specifically in the process of entering Product Quality Deficiency Report (PQDR) investigation results in order to produce a DD form 1227. The actual 1227 form will continue to exist in the original format but the data entry fields have been separated in order to provide investigators with a more comprehensive method of recording investigation results. Please review these instructions carefully before using the new versions of the data entry pages.

The NSLC Detachment Portsmouth Help Desk is available to answer any questions or to address any concerns not addressed in this document. For additional training resources, assistance or support, please contact the Help Desk at:

E-Mail:	webptsmh@navy.mil
Commercial:	(603)431-9460, Ext 486
DSN:	684-1690/1712/1371, Ext 486
Fax:	(603)431-9464

I. LOGGING ON

From the NSLC Det Portsmouth's Home page click on the PDREP, Red/Yellow/Green, Level I/SubSafe, Feedback or Supplier Audit link. Click on the "Logon" link. The following screen will appear:

Product Data Reporting and Evaluation Program (PDREP)

DoD Warning

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

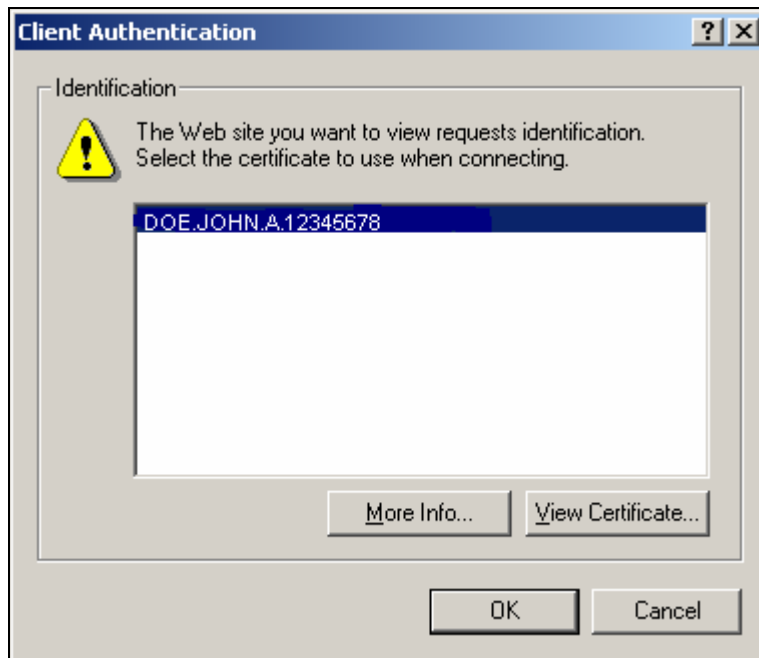
[DoD Logon](#)[Contractor Logon](#)[Federal Logon](#)

PKI Verification Process for DoD Users:
Effective October 5, 2006, Following PKI verification, initial login will require submission of both your User Id and Password. Subsequent logins will require entering only your User Id.

Message:
The PDREP Application will be unavailable during the following routine maintenance periods:
Weekly: Sunday from 2330 ET to Monday 0330 ET.
Monthly: First Saturday between 0700 and 1230 ET.

All Department of Defense users should click "[DoD Logon](#)".

The system will then prompt you to verify your identity from your CAC card or other DoD-issued PKI credentials as shown below:



If more than one certificate is shown, choose the non e-mail certificate. After selecting the certificate, click "OK" to log in to the system. Once you have logged in the PDREP Home page will display.

II. Entering Investigation Results

From the PQDR Base Page shown below, click either “Input 1227 Data” or “Clone 1227 Data”. If you want to copy and then edit the results of a previous deficiency report investigation for the same NIIN and contractor then cloning may be appropriate. Please see the note at the end of this section regarding the cloning process.

Home • Feedback • Links • User Profile		User : ERIC (TEST) NASH • logout	
PQDR Worklist Create New PQDR PQDR Search PQDR Clone Preview EZPQDR Entry			
CHOOSE LEVEL Originator Screening Point Action Point Support Point		SUPPORT POINT INVESTIGATION (DRPM)	
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View 1227 (HTML) View 1227 (PDF) View Exhibit Tag View Points of Contact History		RCN: N45112-06-1030-02 NSN: 1H4820013409941X5 Category: CATEGORY II Status: ACTIVE Location of PQDR: SUPPORT POINT FROM ACTION POINT [SCREENING PT CASE #]: N0010420060011 [ACTION PT CASE #]: 123456	
ATTACHMENTS View/Upload Files (0)		Support Point - Editable Fields DRPM MINIMUM REQUIREMENTS: 1. Click View Points of Contact a. Enter Contractor Investigator information. b. Enter Government Investigator information. 2. Input 1227 data and complete the DCM data page. 3. When investigation is complete, click 'Send Final Reply to Action Point'. View/Edit DR Data View Exhibit Details Input 1227 Data Clone 1227 Data DCM Data (Defect Codes)	
EXHIBIT TRACKING Exhibit Tracking		View/Add Notes or Reference Briefs Force PQDR Promotion Add Additional Information	
USER INFORMATION User Profile		Correspondence Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter. Support Point Letters Send Final Reply to Action Point	
		Release PQDR Assign to QAR/Delegate to other Support Point Redirect to another Support Point Incorrect Recipient Activity - Return to Action Point	
		Send Message To Originator Screening Action Other	
Session Tracking: N4511206103002			

Blocks 1 through 11 will be completed for you from the current PQDR details as found on the SF368 form. You must complete blocks 12 through 18 as shown below:

Block 12: Cause of Deficiency

12A: Indicate whether the reported deficiency was validated during the investigation. If the contractor was unable to validate the reported deficiency then document the reason why the defect could not be validated.

12B: Document the root cause of the deficiency as identified by the contractor. If the root cause could not be determined then document the reason.

12C: Document who was found to be responsible for the deficiency e.g. the contractor, the government purchasing activity, the end user, etc. If responsibility could not be assigned or determined then document the reason.

Block 13: Corrective Action (by Contractor)

13A: Document any **corrective** action taken or planned by the contractor to address the deficiency under investigation. This should include but not be limited to the contractor's position with regard to repair or replacement of the deficient item(s), which will also be documented in block 16A.

13B: Document any actions that the contractor either has taken or will take to **prevent** future occurrences of this same deficiency. This should include the contractor's actions with regard to items currently in contractor or government inventory or currently in production. Identify those actions taken or planned to prevent or preclude recurrence of the deficiency. This may include changes or adjustments made to the Contractor's quality assurance program, or special actions taken or planned to assure performance remains adequate and that the same deficiency does not exist in future deliveries.

Block 14: Corrective Action (by Government)

14A: Document any **corrective** action taken or planned by the government investigating agency to address the deficiency under investigation. This should include but not be limited to the investigator's position with regard to repair or replacement of the deficient item(s), which will also be documented in block 16A. Examples might include the recall or return of additional units in government inventory.

14B: Document any actions that the government investigating agency either has taken or will take to **prevent** future occurrences of this same deficiency. This should include the investigator's actions with regard to items currently in contractor inventory or currently in production. Examples might include increased government surveillance of the contractor's processes, increased inspection requirements, etc. Identify and verify those actions taken or planned to prevent or preclude recurrence of the deficiency. This may include changes or adjustments made to the Government's quality assurance program, or special actions taken or planned to assure performance remains adequate and that the same deficiency does not exist in

future deliveries.

Block 15: Evaluation

15: Document the contractor's evaluation of the impact of the reported deficiency on current production. For example, do items currently in production require rework, extra inspection or other action?

Block 16: Contractor Position

16A: Document the contractor's position specifically with regard to repair, replacement or other restitution to the government for the item(s) found deficient. Also, indicate the position with respect to repair or replacement of any additional, previously supplied material if found with like deficiencies. Also, indicate the date or estimated date on which the repair or replacement of the reported PQDR exhibits will be completed; and if appropriate, indicate the number of days (from receipt of material) required for repair/replacement of any additional items returned with like deficiencies.

16B: Document the actual or recommended final disposition of the deficient item(s). For example, will the item be returned in working condition to the government?

Block 17: Remarks

17A: Document whether potentially deficient quantities of the same item were shipped either previously or subsequent to the shipment in which the deficient item was delivered. In relation to locating and identifying any previously supplied material with like deficiencies, provide destination and shipping dates of other shipments suspected to contain the same deficiency, and provide required disposition/shipping instructions.

17B: Document whether an alert should be sent to the government supply system(s) to alert them to the possibility of additional deficient items. Include notices or field bulletins regarding wholesale/retail stock screening recommendations, or reason why stock screening actions are not necessary.

17C: Provide specific findings with regard to monetary credit for the deficient item. Provide comments regarding any credit or no credit actions for material and how that credit authorization will be processed (per the Military Standard Billing System).

17D: Provide any other general remarks or comments with regard to the investigation. Include other applicable comments, information, or references (including special program Material Identification Code marking - MIC) as necessary.

Block 18: Distribution

18A: Document any comments that you would like to provide regarding distribution of the investigation results or of the supporting documents attached to the PQDR. The list of attachments is provided automatically in 18B.

Note on Cloning Past 1227 Forms:

The past versions of the 1227 input system had fewer data entry elements than the current version. When cloning a 1227 completed before the new data entry fields were available, the information will be mapped as follows:

Old Version	New Version
Block 12	Block 12B
Block 13	Block 13A
Block 14	Block 14A
Block 15	Block 15 (no change)
Block 16	Block 16A
Block 17	Block 17D
Block 18A	Block 18A (no change)

If cloning an older 1227 report then you should review the results and separate them into the specific elements provided in the new form.

III. Summary

This concludes the instructions for completing the DD 1227 form in the latest version of PDREP. For instructions on other PDREP processes please consult the other documents provided in this series. The PDREP help desk is always available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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